


M e m o r a n d u m

Date: July 15, 2010

To: Telecommunications Section
Attention: Captain J. Whiteford 

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of Inspector General

File No.: 010.13424.A07146.010

Subject: 2010 REMOTE SITE PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Telecommunications Section of departmental owned telecommunications equipment located at the Ben Lomond remote site could not be verified. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that departmental inventory records are complete and accurate, a remote site containing state owned property assigned to your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of property assigned to your command and located at the Ben Lomond remote site was completed by the Property Inspector (PI) on April 27, 2010. Using property records from the appropriate Office(s) of Primary Interest (OPI), the PI inspected all items listed under telecommunications (Attachment C). No property was found under the general inventory control (Attachment B).

According to the OPI inventory list, the Ben Lomond remote site had a total property inventory population of 15 items. When comparing equipment recorded on the telecommunications property inspection list to equipment located at the Ben Lomond remote site, all items reconciled and no discrepancies were noted (Attachment A).

Because of your diligent efforts involving the maintenance and accounting of state property issued to this remote site, no further follow-up is necessary on your part.

Safety, Service, and Security

Telecommunications Section

Page 2

July 15, 2010

In accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the California Highway Patrol's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspector General would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



E. SANCHEZ, Captain
Interim Inspector General

Attachments

cc: Office of Assistant Commissioner, Staff
Information Management Division
Office of Inspector General, Audits Unit

ATTACHMENT A

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ATTACHMENT B

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ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL
2010 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT
Ben Lomond - RS73010**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	SITE CODE	Y	N	A	T	C	OTHER
PROPERTY INSPECTION LIST TO EQUIPMENT												
1	F1417	Vault			N/A - VAULT	RS73010	X					
2	F1586	Generator			I820633933	RS73010	X					
3	F1604	Transfer Switch			J820636043	RS73010	X					
4	F1852	Propane Tank			143329	RS73010	X					
5	F2456	Air Conditioner	WINDOW		9609238760	RS73010	X					
6	R39088	Cavity Resonator			116	RS73010	X					
7	R39089	Cavity Resonator			130	RS73010	X					
8	R39090	Cavity Resonator			122	RS73010	X					
9	R39091	Cavity Resonator			128	RS73010	X					
10	R39098	Cavity Resonator			118	RS73010	X					
11	R39099	Cavity Resonator			119	RS73010	X					
12	R59314	Base Station - rack type			1462610	RS73010	X					
13	R59334	Base Station - rack type	LocdPer99	was-DGS	1462611	RS73010	X					
14	R73478	Fixed Receiver - rack type			1459713	RS73010	X					
15	R73479	Fixed Receiver - rack type			1466196	RS73010	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION